

Mentor Teacher Checklist of Duties



- ☐ Allow the intern to assist you in organizing and preparing your classroom before school begins and daily after classes begin.
- ☐ Let the intern gradually assume responsibility for teaching various subjects (ECH) or classes (Secondary). Give guidance on lesson planning and teaching and please offer suggestions for improvement.
- ☐ Allow the intern to assume full responsibility for at least two weeks of the internship.
- ☐ Help the intern become a part of the total school program.
- ☐ Please keep a written record of intern absences, tardies, and early departures to share with the Lyon College Supervisor during monthly survey.
- ☐ Allow the Lyon College supervisor to make at least 3 observation visits per semester. Give disposition information (*included in calculating intern's grade for the observation*) by online survey shortly after the visit.
- ☐ Contact the Lyon supervisor immediately should you have any questions, concerns, or comments about the intern or the program. (See grievance policy p. 20 in the handout)
- ☐ Hold a weekly conference time with the intern that they can type up. (p. 28 in the handout)
- ☐ Complete the online Mentor Final Evaluation of Intern and Program (see pp. 30 – 41 in handout – your evaluation of the intern is included in calculating grades for the internship)